

INDIVIDUALS WITH DISABILITIES EDUCATION ACT,
PART B (IDEA-B)
COMBINED
BASIC AND PRESCHOOL FLOW-THROUGH
APPLICATION

FORMS WITH INSTRUCTIONS

FISCAL YEAR 2004

NEW JERSEY DEPARTMENT OF EDUCATION
Office of Special Education Programs

PTM. NO.1503.61



- Send the **original** application to your County Office of Education.
 - Send a **copy** to the Office of Grants Management in Trenton.
- Due to both offices by **June 13, 2003**.

Locate forms and Guidelines through the New Jersey Department of Education Website at
<http://www.state.nj.us/education>. Select *Grants*. Select *Entitlement Grants*.

Submit original to
County Office and
a copy to OGM

New Jersey Department of Education /Office of Special Education Programs

INDIVIDUALS WITH DISABILITIES EDUCATION ACT, PART B

FISCAL YEAR 2004 COMBINED BASIC (AGES 3-21) AND PRESCHOOL (AGES 3, 4 & 5) APPLICATION

<input type="checkbox"/> Individual LEA Applicant Project #: IDEA-_____ - 04	<input type="checkbox"/> Consortium Applicant Project #: IDEA-_____ - 04C	<input type="checkbox"/> Consortium Participant Participant LEA Code _____
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1. LEA:	1a. Funds supporting approved Title I Schoolwide Programs included: Basic Funds: yes ___ Preschool Funds: yes ___
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2. Chief School Administrator:	2a. Telephone #:
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3. Project Contact:	3a. Telephone #: FAX#:
3b. Business Administrator:	3c. Telephone #: FAX#:

4. Address:	5. County Name:
	5a. County Code:
	Project Duration: 9/1/03 - 8/31/04

6. Board Approval Date for Application Submission:
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Program	Total Allocation	Amount Contributed to Consortium	Total Funds Requested by Individual or Consortium Applicant
7. IDEA BASIC	7a. \$	7b. \$	7c. \$
8. IDEA PRESCHOOL	8a. \$	8b. \$	8c. \$

Applicants and participants in a consortium application must contribute **all** Basic and/or **all** Preschool funds to the consortium.

MAINTENANCE OF FISCAL EFFORT WITH LOCAL AND STATE FUNDS			
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9a. State and Local Funds Spent for Special Education in FY 2002	9b. State and Local Funds Budgeted for Special Education for FY 2003	9c. Minimum Amount of Elementary Special Education Expenditures Required	9d. Minimum Amount of Secondary Special Education Expenditures Required
\$	\$	\$	\$

9e. If the amount in box 9b does not equal or exceed the amount in box 9a, check the appropriate reason(s) below:

☐ Decrease in enrollment of children with disabilities;
☐ Unusually large amounts of funds expended in the FY 2002 school year for long-term purposes such as the acquisition of equipment and the construction of school facilities;
☐ Voluntary departure of special education personnel;
☐ Termination of an exceptionally costly program for a particular child due to aging out, left jurisdiction or no longer in need of such a program;
☐ Impact of ability to treat federal funds as local funds.

CONSORTIUM USE ONLY	
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10. **Consortium Agreement:** _____ has been designated as the applicant agency for this IDEA entitlement application. As an applicant/participating agency, I have agreed to the implementation of activities, utilization of funds, sharing of costs and final disposition of equipment purchased with the funds as set forth in this application.

IDEA Applicant/Participant (Circle one)	Chief School Administrator Name: Chief School Administrator Signature:
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INSTRUCTIONS FOR COMPLETING PAGE 1

NOTE: Check appropriate application boxes. Enter the IDEA project number with your LEA's four-digit district code.

- 1-5a. Enter all identifying information. For item 1a, check "yes" if approved Title I Schoolwide Program expenditures are included in this application. List all Schoolwide Program expenditures by school name on Budget Detail page(s) 2.

Non-Abbott LEAs that have identified IDEA-B funds to support an approved Title I Schoolwide Program should contact the Office of Grants Management for assistance in completing the budget pages.

6. Enter the date of board approval for submission of this application. If the approval date is after the submission, forward a copy of the board resolution under separate cover.

BASIC ENTITLEMENT

- 7a. Enter the allocation amount.
7b. Enter amount contributed to a consortium. LEAs must contribute all Basic funds to the consortium.
7c. Enter total funds requested.

PRESCHOOL ENTITLEMENT

- 8a. Enter the allocation amount.
8b. Enter amount contributed to a consortium. LEAs must contribute all Preschool funds to the consortium.
8c. Enter total funds requested.

MAINTENANCE OF FISCAL EFFORT WITH STATE AND LOCAL FUNDS

- 9a. Enter the total amount of state and local funds spent for special education during the 2001-2002 school year.
9b. Enter the total amount of state and local funds budgeted for special education during the 2002-2003 school year.
9c. Enter the minimum amount of expenditures required for elementary special education prior to the use of IDEA-B funds as calculated using Appendix D.
9d. Enter the minimum amount of expenditures required for secondary special education prior to the use of IDEA-B funds as calculated using Appendix D. If the LEA does not have secondary education costs (i.e., transportation, tuition), enter N/A, not applicable.
9e. If the amount in 9a is greater than 9b, check the appropriate reason(s).

CONSORTIUM APPLICATION: INSTRUCTIONS FOR COMPLETING PAGE 1

Check the consortium applicant box. If the LEA is a participant in a consortium, check appropriate box and enter own four-digit district code. Enter the consortium project number with the applicant LEA's four-digit district code.

All participating LEAs in the consortium, including the applicant, must complete a page 1 specific to their district's allocation to be submitted with the consortium application.

APPLICANT SUMMARY PAGE:

- 1-5a. Enter identifying consortium applicant information. For item 1a, check "yes" if Title I Schoolwide Program expenditures are included in this application. List all Schoolwide Program expenditures by school name on Budget Detail page(s) 2.
6. Enter the date of Board Approval for the submission of the consortium application. If the approval date is after submission of the application, forward a copy of the board resolution under separate cover.

IDEA BASIC

- 7a. Enter N/A, not applicable.
7b. Enter the total amount being contributed to the consortium by the applicant and all participants.
7c. Enter total funds requested, those funds to be used to support grant activities in the consortium application.

IDEA PRESCHOOL

- 8a. Enter N/A, not applicable.
8b. Enter the total amount contributed to consortium by the applicant and all participants.
8c. Enter total funds requested, those funds to be used to support grant activities in the consortium application.

- 9a & 9b. Enter N/A, not applicable on the summary page.
9c & 9d. Indicate the average of the combined minimum amounts indicated in items 9c and 9d per page 1 from each of the participating LEAs, including the applicant.

Consortium Agreement

10. Each Chief School Administrator participating in the IDEA consortium must complete and sign the Consortium Agreement on their page 1, circle Applicant or Participant, and include the name of the applicant LEA.

Note: Completed pages 1, 4/4a and 5/5a must be included for each participant in the consortium.

**NEW JERSEY DEPARTMENT OF EDUCATION
INDIVIDUALS WITH DISABILITIES EDUCATION ACT, PART B
COMBINED BASIC (AGES 3-21) AND PRESCHOOL (AGES 3, 4 & 5) APPLICATION
BUDGET DETAIL
Fiscal Year 2004**

LEA: _____

Project #: IDEA _____ **-04**

Employee benefits must be budgeted for all salaried positions in Function & Object Code 200-200 at a rate of 15%.

EXPENDITURE CATEGORY	FUNCTION & OBJECT CODES	BASIC DESCRIPTION/ITEMIZATION	BASIC ITEMIZED BUDGET	PRESCHOOL DESCRIPTION/ITEMIZATION	PRESCHOOL ITEMIZED BUDGET

LEA Business Administrator's Name

Business Administrator's Signature

Date

INSTRUCTIONS FOR COMPLETING BUDGET DETAIL PAGE 2

Use the format provided on page 2 to itemize the budgeted costs for this project. Use additional pages as needed.

Review all allowable and non-allowable costs and definitions in the Guidelines before completing these pages. List only those budget items consistent with the approved policies and procedures in accordance with IDEA-B and those consistent with the budgetary constraints listed in the Guidelines.

Enter LEA applicant name and project number.

Complete each column as described below for those costs that are to be fully or partially paid from IDEA-B funds.

EXPENDITURE CATEGORY: List the expenditure categories in the same order as they appear on the Budget Summary, page 3.

FUNCTION & OBJECT CODES: List the appropriate GAAP codes. See Appendix G, *Quick Reference of Commonly Requested Costs*, for assistance.

DESCRIPTION/ITEMIZATION: List/describe the item(s) to be funded in each category. Specify how each expense is a special education cost. For the salary categories, list each position **separately** by title. Indicate summer/stipend employees. For Employee Benefits (200-200), indicate the fringe benefits to be paid using IDEA-B funds for each position by Function & Object Code. Separate Teacher's Pension and Annuity Fund (TPAF) and Social Security costs (FICA) from other fringe benefits, (e.g., health benefits, group insurance). **A minimum of 15% of the budgeted IDEA-B salary must be budgeted for TPAF and FICA contributions.**

BASIC/PRESCHOOL ITEMIZED BUDGET: Enter amount of IDEA funds to be expended for each item.

The LEA Business Administrator's name and dated signature must be included on every Budget Detail page.

NOTE: Equipment (Function & Object Codes 400-731 and 400-732) is defined as tangible nonexpendable personal property including exempt property charged directly to the award having a useful life of more than one year. The acquisition cost is more than \$2,000 per unit.

NEW JERSEY DEPARTMENT OF EDUCATION
INDIVIDUALS WITH DISABILITIES EDUCATION ACT, PART B
COMBINED BASIC (AGES 3-21) AND PRESCHOOL (AGES 3, 4 & 5) APPLICATION
NONPUBLIC EXPENDITURES
BUDGET DETAIL
Fiscal Year 2004

LEA: _____

Project #: IDEA _____-04

Employee benefits must be budgeted for all salaried positions in Function & Object Code 200-200 at a rate of 15%.

EXPENDITURE CATEGORY	FUNCTION & OBJECT CODES	BASIC NONPUBLIC DESCRIPTION/ITEMIZATION	BASIC NONPUBLIC ITEMIZED BUDGET	PRESCHOOL NONPUBLIC DESCRIPTION/ITEMIZATION	PRESCHOOL NONPUBLIC ITEMIZED BUDGET

LEA Business Administrator's Name

Business Administrator's Signature
2- NONPUBLIC EXPENDITURES

Date

**INSTRUCTIONS FOR COMPLETING BUDGET DETAIL PAGE 2
NONPUBLIC EXPENDITURES**

Use the format provided on the Nonpublic Expenditures page 2 to itemize the budgeted costs for the nonpublic proportionate share. Use additional pages as needed.

Review all allowable and non-allowable costs and definitions in the Guidelines before completing these pages. List only those budget items consistent with the approved policies and procedures in accordance with IDEA-B and those consistent with the budgetary constraints listed in the Guidelines. **NOTE: Expenditures must be aligned with the Services Plan of the students. Refer to Appendix E of the 2004 Guidelines for guidance.**

Enter LEA applicant name and project number.

Complete each column as described below for those costs that are to be fully or partially paid from the proportionate share for nonpublic students from IDEA-B funds:

EXPENDITURE CATEGORY: List the expenditure categories in the same order as they appear on the Budget Summary, page 3. The nonpublic expenditures will be incorporated into the subtotals for each Expenditure Category and Function & Object Code on the Budget Summary page.

FUNCTION & OBJECT CODES: List the appropriate GAAP codes. See Appendix G, *Quick Reference of Commonly Requested Costs*, for assistance.

NONPUBLIC DESCRIPTION/ITEMIZATION: List/describe the item(s) to be funded in each category. Specify how each expense is a special education cost. For the salary categories, list each position **separately** by title. Indicate summer/stipend employees. For Employee Benefits (200-200), indicate the fringe benefits to be paid using IDEA-B funds for each position by Function & Object Code. Separate Teacher's Pension and Annuity Fund (TPAF) and Social Security costs (FICA) from other fringe benefits, (e.g., health benefits, group insurance). A minimum of 15% of the budgeted IDEA-B salary for each TPAF member must be budgeted for TPAF and FICA contributions. See Appendix E for guidance.

NONPUBLIC BASIC/PRESCHOOL ITEMIZED BUDGET: Enter amount of IDEA funds to be expended for each item.

The LEA Business Administrator's name and dated signature must be included on every Budget Detail Nonpublic Expenditures page 2.

NOTE: Equipment (Function & Object Codes 400-731 and 400-732) is defined as tangible nonexpendable personal property including exempt property charged directly to the award having a useful life of more than one year. The acquisition cost is more than \$2,000 per unit.

**NEW JERSEY DEPARTMENT OF EDUCATION
INDIVIDUALS WITH DISABILITIES EDUCATION ACT, PART B
COMBINED BASIC (ages 3-21) and PRESCHOOL (ages 3, 4 & 5) APPLICATION
BUDGET SUMMARY
FISCAL YEAR 2004**

LEA: _____

Project #: IDEA _____ -04

EXPENDITURE CATEGORY	FUNCTION & OBJECT CODES	FUNDING SOURCES	
		BASIC	PRESCHOOL
INSTRUCTION			
Personal Services - Salaries	100-100		
Purchased Prof. & Tech. Services	100-300		
Other Purchased Services	100-500		
General Supplies	100-600		
Other Objects	100-800		
SUBTOTAL INSTRUCTION			
SUPPORT SERVICES			
Personal Services - Salaries	200-100		
Personal Services-Employee Benefits	200-200		
Purchased Prof. & Tech. Services	200-300		
<i>Purchased Prof. - Ed. Serv.</i>	200-320		
Purchased Property Services	200-400		
Other Purchased Services	200-500		
<i>Travel</i>	200-580		
Supplies and Materials	200-600		
Other Objects	200-800		
<i>Indirect Costs</i>	200-860		
SUBTOTAL SUPPORT SERVICES			
FAC. ACQ. & CONSTRUCTION SER.			
Buildings	400-720		
Instructional Equipment	400-731		
Noninstructional Equipment	400-732		
SUBTOTAL- FACILITIES ACQUISITION & CONSTRUCTION SERVICES			
Schoolwide Programs: Abbott	520-930		
TOTAL PROJECT EXPENDITURES			

LEA BUSINESS ADMINISTRATOR'S NAME _____

BUSINESS ADMINISTRATOR'S SIGNATURE _____

DATE _____

INSTRUCTIONS FOR COMPLETING COMBINED PROJECT BUDGET SUMMARY PAGE 3

Refer to the Uniform Minimum Chart of Accounts distributed by the NJDOE for specific instructions regarding classification of expenditures within category headings. Use "*The Quick Reference of Commonly Requested Costs*", Appendix **G** of the FY 2004 IDEA-B Guidelines, as a reference.

1. Enter LEA name and IDEA project number.

Funding Sources Columns (Basic and Preschool)

2. Indicate the amount budgeted in each of the expenditure categories for the activities supported through the entitlement allocation(s). The budgeted amounts in each category on page 3 and the itemized amounts for those categories on the Budget Detail pages 2 and 2- Nonpublic Expenditures must match.
3. The Total Project Expenditures line(s) must be equal to the entitlement amount indicated on page 1, items 7c and/or 8c for each funding source.

The LEA Business Administrator's name and dated signature must be entered.

NOTE: Equipment (Function & Object Codes 400-731 and 400-732) is defined as tangible nonexpendable personal property including exempt property charged directly to the award having a useful life of more than one year. The acquisition cost is more than \$2,000 per unit.

**NEW JERSEY DEPARTMENT OF EDUCATION
INDIVIDUALS WITH DISABILITIES EDUCATION ACT - PART B
PARTICIPATION OF STUDENTS WITH DISABILITIES IN PRIVATE SCHOOLS
COMBINED IDEA-B BASIC (AGES 3-21) AND PRESCHOOL (AGES 3,4 & 5) APPLICATION
FISCAL YEAR 2004**

LEA: _____

PROJECT #: IDEA- _____-04

COUNTY: _____

State Agencies, Charter Schools and Vocational Schools are not required to complete pages 4/4a but must include them with the application.

CAUTION



P. L. 2001, c.230 prohibits LEAs from applying the services provided through the state's Chapter 193 program, to students with disabilities parentally placed in private schools, against the proportionate share required by IDEA-B.

1. **Describe and provide documentation** of the manner and extent to which the applicant consulted, **prior** to the development of this application, with representatives of the students with disabilities parentally placed in private schools. Documentation must be in the form of written communication and/or phone logs showing communication with the representatives of the students in private schools, requesting identification of individual student needs. This documentation must be attached to this application. **Documentation must demonstrate that these activities took place prior to application development and submission or the application will be returned to the LEA for resubmission to the board.**

2. Numbers and proportionate share for students with disabilities parentally placed in private schools:

*Do not
include
Chapter 193* →

	BASIC (AGES 3-21)	PRESCHOOL (AGES 3-5)
Number of parentally placed private school students with disabilities (as of 12/1/02)	(a)	(a)
Proportionate share (see Allocation Notice) as required by § CFR 300.453	(b) \$	(b) \$
Amount allocated for services in the local budget, if any (services described in #6)	(c) \$	(c) \$
Amount budgeted on services to be provided through IDEA-B funds (itemized on Budget Detail Page 2 – Nonpublic Expenditures)	(d) \$	(d) \$
Number of Private students who will receive services through IDEA-B funds	(e)	(e)

3. Describe the decision making process for selection of the students with disabilities identified in item #2(e):

INSTRUCTIONS FOR COMPLETING PAGE 4

GENERAL

Private schools, as defined on page 2 of the Guidelines, are schools which provide preschool, elementary or secondary education as determined under state law for students placed by their parents or legal guardians and are controlled by other than the public authority. The definition includes secular, nonsecular schools and early childhood programs.

This application will be returned to the LEA for resubmission to the board if the documentation required by Item #1 is not attached.

ITEM #1 – The needs of students with disabilities parentally enrolled in private schools must be considered in making decisions concerning the use of IDEA-B funds. Applicants must consult, prior to the development of this application, with representatives of students with disabilities enrolled in private schools to determine the special education services required by those students that could be provided through IDEA-B. When scheduling meeting(s) consideration should be given to the private school calendars. A more in-depth review of the LEA's responsibilities is defined in Appendix E. A sample contact letter is included in Appendix F of the guidelines. Documentation must demonstrate that these activities took place prior to application development or the application will be returned to the LEA for resubmission to the board. Documentation would be in the form of a copy of the letter of invitation and the list of the schools contacted. If the number of parentally placed private school students with disabilities as of 12/1/01 is zero, a letter from the chief school administrator verifying the district's attempts to identify students within their jurisdiction must be attached.

ITEM #2 - This chart summarizes both Basic and Preschool information. The information for items (a) and (b) for both Basic and Preschool has been provided to you on the Allocation Notice from the Office of Special Education Programs. You should contact the IDEA-B State Coordinator, at 609-984-4953, if you do not have the Allocation notice. If you have a discrepancy with the counts you may contact the Senior Data Specialist, at 609-633-6972.

- (a) The numbers of private students with disabilities BASIC (ages 3-21) and/or PRESCHOOL (ages 3, 4 & 5) as reported on the Annual Data Report conducted on December 1, 2002. Use the numbers as shown on the LEA's allocation notice.
- (b) The proportionate share of IDEA-B funds for services to students with disabilities BASIC (ages 3-21) and/or PRESCHOOL (ages 3, 4 and 5) in private schools. This amount is located on your LEA's Allocation Notice.
- (c) Complete this line **ONLY** if the LEA is using local funds to provide services to the students with disabilities parentally placed in the private schools **AND** if the LEA wishes to consider any or all of this amount in the provision of proportionate share of service as required by IDEA-B. **A copy of the page from the LEA Budget identifying the local fund contribution for services must be attached to this application and the line item clearly identified.** The amount of service budgeted should be appropriately disbursed to both the BASIC (ages 3-21) and/or PRESCHOOL (ages 3, 4 & 5). **Child Find activities, in accordance with 34 CFR §300.451(a) cannot be considered when determining the amount of service provided.** In accordance with P.L. 2001, c.230, LEAs are prohibited from applying the services provided through Chapter 193, to students with disabilities parentally placed in private schools, to satisfy the proportionate share requirements of IDEA-B.
- (d) Place the total amount expended from both the BASIC (ages 3-21) and/or PRESCHOOL (ages 3, 4 & 5) for a proportionate share of service through this grant. If the LEA is not applying local funds then this amount should match Item #2(b). All services must be itemized on the Budget Detail page 2 – Nonpublic Expenditures.
- (e) List the number of private school students BASIC (ages 3-21) and/or PRESCHOOL (ages 3, 4 & 5) who, based on the LEA's communication with the representatives of those students, **WILL** be receiving services through the use of IDEA-B funds. This number may be less than the number in Item # 2(a).

CAUTION

ITEM #3 - Describe how the students listed in #2(e) for the BASIC (ages 3-21) and/or PRESCHOOL (ages 3, 4 & 5) were chosen for participation. All contacts and decisions regarding service needs of students with disabilities in private schools must be in writing and show an agreement between the LEA and representative(s) of the students. A copy of the Services Plan as described in 34 CFR §300.455(b) is not required as an attachment but must be on file with the LEA. The LEA has the option to provide more service than is required by the proportionate share.

4. List the location(s), time(s) and service(s) for the students with disabilities identified in item # 2(e) who will receive benefits through

this project (IDEA-B):

	LOCATION	TIMES	BENEFITS/SERVICES
Public School(s):			
Private school(s):			
Other: (Specify)			

(Attach additional pages, if necessary.)

5. Describe the program difference, **if any**, between programs as described in the item #4 for students with disabilities parentally placed in private schools and similar programs provided for students with disabilities enrolled in your school district. Specify the reasons for these differences, if any (i.e., length and duration of service, type of service, etc.).

6. List the location(s), time(s) and service(s) for the students with disabilities identified in item # 2(c) who will receive benefits through local funds:

	LOCATION	TIMES	BENEFITS/SERVICES
Public School(s):			
Private school(s):			
Other: (Specify)			

(Attach additional pages, if necessary.)

INSTRUCTIONS FOR COMPLETING PAGE 4a

IDEA-B →

ITEM #4 - If the LEA has identified students in #2(e) for the BASIC (ages 3-21) and/or PRESCHOOL (ages 3, 4 & 5), list the location(s), time(s) and service(s) to be provided. These services should be based on meaningful communication with representatives of the students. Funds expended on supplies must be directly related to the needs of eligible students, such as special materials for Occupational Therapy as required by specific students.

ITEM #5 - If the services provided to the students with disabilities as described in item #4 are different than those provided to students with disabilities in the public school, explain how. (i.e., length of program, amount of service, etc.)

LOCAL →

ITEM #6 - If the LEA has identified students in #2(c) for the BASIC (ages 3-21) and/or PRESCHOOL (ages 3, 4 & 5), list the location(s), time(s) and service(s) to be provided. These services should be based on meaningful communication with representatives of the students. Funds expended on supplies must be directly related to the needs of eligible students, such as special materials for Occupational Therapy as required by specific students.

**NEW JERSEY DEPARTMENT OF EDUCATION
INDIVIDUALS WITH DISABILITIES EDUCATION ACT, PART B
COMBINED BASIC (AGES 3-21) AND PRESCHOOL (AGES 3, 4 & 5) APPLICATION
Fiscal Year 2004**

LEA: _____

Project #: IDEA _____-04

ASSURANCES AND CERTIFICATION

A. ASSURANCES: The New Jersey Department of Education is hereby assured that the applicant:

1. Shall use all IDEA-B Basic funds to provide special education and related services only for 3-21 year-old students with disabilities. Shall use all IDEA-B Preschool funds to provide special education and related services only for 3, 4 and 5-year-old students with disabilities. The funds shall be used only for the excess cost of providing special education and related services to children with disabilities and to supplement or increase the level of State and local funds expended for special education and related services for children with disabilities.
2. Will ensure that all policies, procedures, and the administration of programs in the LEA are consistent with the Individuals with Disabilities Education Act of 1997, Education Department General Administration Regulations (EDGAR) and other applicable statutes, regulations, program plans and applications.
3. Will ensure that a proportionate share of services is provided to students with disabilities parentally placed in nonpublic schools in accordance with 34 CFR Parts 300.450-300.462.
4. Conforms to the requirements of IDEA-B by:
 - (A) having an application that is consistent with approved Policies and Procedures.
 - (B) having established a goal of providing a free appropriate public education for all children with educational disabilities ages 3-21.
 - (C) establishing and implementing all policies, procedures and programs for children with disabilities and grants management in the LEA in accordance with IDEA-B and its regulations.
5. Has developed and implemented policies and procedures consistent with New Jersey Administrative Code for Special Education, N.J.A.C. 6A:14-1.2(b)-1 through 14.
6. Shall comply with Title 34, Subtitle A, Section 76.650-662 (EDGAR), participation of students enrolled in private schools.
7. Has control of IDEA-B funds and title to property acquired with those funds shall be in a public agency and that a public agency will administer those funds and property.
8. Will establish a proper accounting system in accordance with Generally Accepted Accounting Principles (GAAP).
9. Shall maintain records documenting compliance with program requirements related to fiscal control and accounting of project funds (including those required under Section 437 of the General Education Provisions Act) for three (3) years after completion of the project.
10. Will give the NJDOE or its authorized representatives access to and the right to examine all records, books or documents related to the award.
11. Shall submit reports in accordance with these IDEA-B FY 2004 Guidelines, and any addenda, to enable the NJDOE to meet its responsibilities under the program.
12. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest or personal gain.

13. Will comply with provisions of the **Public School Contracts Law**: N.J.S.A. 18A:18 and other relevant State laws and regulations.
14. Is in compliance, for all contracts in excess of \$100,000, with the Byrd **Anti-Lobbying** amendment, incorporated Title 31 U.S.C. 1352. This certification extends to all lower tier subcontractors as well.
15. As well as its principals and subcontractors, for all contracts in excess of \$25,000, is not presently debarred, proposed for debarment, declared ineligible, suspended or voluntarily excluded by any federal agency from receiving federal funds in accordance with Executive Orders 12549 and 12689.
16. Will comply with Section 6002 of the **Resource Conservation and Recovery Act** (RCRA), P.L. 94-580, codified at 42 U.S.C. 6962 if the applicant is an entity of state and/or local government, and that preference will be given to the purchase of recycled material identified in U.S. EPA guidelines (40 CFR Part 247-254).
17. Will comply with the provisions of the **Drug Free Workplace Act** of 1988, as implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610.
18. Will comply with all Federal and State statutes and regulations relating to non-discrimination. These include but are not limited to:
 - (A) Title VI of the Civil Rights Act of 1964 (P.L. 88-352; 34 CFR Part 100) which prohibits discrimination on the basis of race, color or national origin;
 - (B) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686; 34 CFR Part 106), which prohibit discrimination on the basis of sex;
 - (C) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794; 34 CFR Part 104), which prohibits discrimination on the basis of handicaps and;
 - (D) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 et. seq.; 45 CFR Part 90), which prohibits discrimination on the basis of age.
19. Will comply with Executive Order 11246, **Equal Employment Opportunity** dated September 24, 1965, as amended by Executive Order 11375, dated October 13, 1967, and as supplemented by the regulations at 41 CFR Part 60.
20. Will ensure that children with disabilities in Title I schoolwide program schools have all of the rights they would have if they were in a non-schoolwide school. A Title I schoolwide program combining IDEA funds must comply with all other requirements of IDEA to the same extent it would if it did not combine IDEA funds in its schoolwide program.
21. If carrying out a coordinated services project under Title XI of the Elementary and Secondary Education Act of 1965 and a coordinated services project under Part B in the same schools, such agency shall use amounts under section 613(f) in accordance with the requirements of that title.

B. CERTIFICATION

I certify that the information contained in this application is correct and complete and that the applicant agency has authorized me, as its representative, to give the above Assurances and to file this application.

Chief School Administrator's Name

Signature

Date

NOTE: Assurances are required as a prerequisite for receiving IDEA-B funds. The Chief School Administrator must sign this certification, unless a written notification has been filed with the NJDOE delegating the authority for signing to another LEA official.